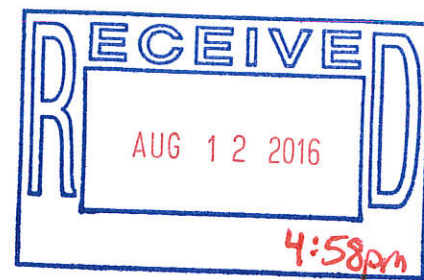


City of St. Louis
2016 REQUEST FOR PROPOSALS (RFP)
Application



1. Name of Applicant: Humanitri
2. Name of Program: Permanent Supportive Housing Program
3. Program Address: 1447 East Grand Ave | St. Louis Missouri 63107
4. Phone: 314.772.7720 Fax: 314.772.8980 Email: c.lohman@humanitri.org
5. Contact Person & Title: Cyra Lohman, Executive Director

6. SELECT ONLY ONE CATEGORY. An agency may request funds from multiple funding sources and from multiple categories. The agency MUST complete a separate application for each category. To select a category, double click on the box and under the default value select "checked".

2016 Continuum of Care (CoC): NEW PROJECTS ONLY

- ☒ Permanent Supportive Housing (PSH) for chronically homeless households, including individuals and families, and unaccompanied youth
- ☐ Rapid Re-Housing (RRH) for individuals and families, including unaccompanied youth who are residing on the streets or in emergency shelters or who are fleeing domestic violence

7. Target Population(s):

- ☒ Single Men ☐ Women w/ children ☒ Veterans ☐ Youth ☐ Single Women
☐ Families ☐ Battered Spouse ☒ Alcohol Dependent ☒ Persons with Physical Disabilities ☒ Drug Dependent ☒ Persons with HIV/AIDS ☐ Teenage Mothers
☒ Chronically Mentally Ill ☒ Elderly ☐ Other

8. Housing:

- ☐ Barracks Group/Large House ☒ Scattered Site Apartments ☐ Single Room Occupancy
☐ On-site Apartments ☒ Detached House ☐ Other

9. Requested amount (\$98,752) reflects: 75% of the program/project budget of \$113,765 (without admin)

Requested amount reflects 11% of the agency's total 2016 operating budget of \$900,000

Is this program/project currently in existence? Yes ☒ No

Annual amount of funds received from other City Department/Agencies? N/A

Narrative:

Humanitri is submitting this RFP to provide 5 Permanent Supportive Housing scattered site units for chronically homeless/diagnosed disability single men within the St. Louis community.

This past year's Point in Time reflected the following; 779 individuals (of which 534/OR 69% males) were identified as homeless in via the sheltered and unsheltered beds. We propose to serve 5 single chronically homeless men with an identified serious mental illness or other disabilities who are in need of support to live stably in their communities. Humanitri has supported the goal of ending homelessness in the St. Louis region for over 30+ years. In 2012, the St. Louis Mental Health Board reported that over 700+ units of Permanent Housing were needed to address the lack of affordable housing for those that are chronically homeless. Humanitri has created 5 scattered site 1 bedroom apartments for chronically homeless single men, with diagnosed severe mental illness. Humanitri stands with the St. Louis Continuum of Care as we respond to the need for increased permanent supportive housing. This Permanent Supportive Housing Program is built on the following best practices according to the Corporation for Supportive Housing/SAMSHA.

- Housing First Model
- Harm Reduction Strategies
- Choice of Housing
- Separation of Housing and Services
- Integration
- Rights of Tenancy
- Access to Affordable and Safe Housing
- Flexible Voluntary Services/Referral and successful Linkage to all appropriate and necessary community services

Humanitri staff is actively involved with the St. Louis Continuum of Care as evidenced by our consistent attendance at General and Board meetings, committee involvement, HMIS participation and overall support to the St. Louis region to end chronic homelessness. The single men we will be serving will be referred to Humanitri via the St. Louis CoC Coordinated Entry process. The single men who are referred to Humanitri's permanent supportive housing program will be chronically homeless, have a documented serious mental illness. We will work closely with the Coordinated Entry Front Door to accept referrals for those with a high acuity and who have been identified as chronically homeless with a diagnosed disability. In addition, Humanitri is set to meet the Permanent Supportive Housing Program Performance Targets as established by the St. Louis CoC. The working relationship between Humanitri and the Front Door process is critical to providing our PSH clients with immediate housing and intensive supportive services.

The goal of our staff is to work closely with our clients to provide safe affordable housing and supportive services to ensure that our clients can live with stability and independence in our community. The staff will meet with each client weekly to provide case management (financial literacy, housekeeping, adherence to mental health or substance abuse plans) and assessments of progress on case plan. Humanitri will provide crisis intervention to the clients and landlords 24/7. Our staff will be trained in how to mediate problems between clients and landlords to prevent an eviction on a client's record. This will improve housing retention for our clients. The purpose of our case management plan is to provide each client with an individualized, personalized plan for their supports, both formal and informal. The plan identifies the supports the clients have chosen to use, the desired outcomes of these supports, who is responsible for the supports, and when the supports

will be reviewed for effectiveness. Case management is highly intensive and extensive. The case manager is responsible for coordinating all services and ensuring the service plan goals are being met.

A customized, annual Case Plan will be completed with each client's needs and goals are being achieved. Weekly home visits will address eligibility for benefits, medical and mental health conditions, substance abuse supports, employment training, status on the relationship between our client and the landlord. All of these action items will help our clients meet their goals and retain their long term housing. Case managers will also discuss with the client their reconnection to their family; encourage sobriety, medication compliance, and positive relationships with those that live around the client. Case managers will develop a strong and consistent relationship with the client's landlord (while remaining HIPAA) compliant, linkage and referral providers, ensuring that clients are receiving support services in a manner that is beneficial to our client. Humanitri has been an experienced Housing service provider within the CoC for 30+ years. We anticipate maintaining 95% utilization in this program.

Humanitri's housing programs (both Transitional Housing and housing/case management for ex-offenders) has been highly successful in housing our clients because we demonstrate an efficient intake system, have removed barriers to success, and have demonstrated success with landlords and property management companies. Our 5 scattered site units will already be fully furnished and the clients will have immediate access to the units. Humanitri has an extensive history of working with collaborative partners as BJC- Behavioral Health Resources, Hopewell, Adapt, Queen of Peace, BASIC, and Places for People. In addition to the above, Humanitri collaborates with many of the service providers with the CoC.

The St. Louis Continuum of Care System Performance Targets for Permanent Supportive Housing are as follows; Exit to Permanent Housing 47%, Stably Housed for 6 months (stayers) 98%, Cash income (leavers) 70%, Employment Income (leavers) 15%, Non-Cash Benefits-(leavers) 73%, Occupancy Rate for year, 95%, Return to Shelter- (leavers) 17%.

Client Population:

Single men with severe mental illness/co-morbidity are a priority population identified by HUD and our CoC that stands in need of serious attention and services. The majority of this identified group lives below the poverty level and are eligible for public assistance services. The National Alliance for the Homeless reports that the chronically homeless are the most vulnerable of all homeless populations. They tend to have a high rate of behavior health problems, severe mental illness, substance abuse disorders, injury, and trauma. Consequently, they are frequent users of emergency services, crisis response, and public safety systems. Humanitri believes that Permanent Supportive Housing is a Best Practice for the Chronically Homeless/Severe Mental Illness. In providing Permanent Supportive Housing for our chronically homeless single men with severe mental illness, we will provide safe affordable housing and comprehensive support services in stabilizing the lives of our clients.

Organizational Capacity and Experience:

During the last 30+ years, Humanitri has provided transitional housing, rapid rehousing, affordable housing and linkage for clients who were homeless, and provided housing services to ex-offenders with mental illness. We provided over 30+ years of Transitional Housing with great success during its tenure. Humanitri maintained a 75-90% success rate in families moving into permanent housing. Many of our TH clients entered our TH program with symptoms of mental illness. During our

comprehensive intake process, the Program Director (Licensed Clinical Professional Counselor) and experienced case managers were able to identify these symptoms and ensure successful linkage to mental health providers. This identification of the mental health conditions early on in the housing service played an important role in the success of the clients in moving into permanent housing. In the last 4 years, our Next Steps Home Program for Reentry we successfully housed and provided counseling for ex-offenders with severe mental health issues/substance abuse conditions. In the Next Steps Home program only 3 of 62 offenders have returned to incarceration. Again, our 30+ years of housing experience and diagnostic experience allowed our homeless clients to receive affordable housing, a comprehensive mental health assessment by a Licensed Clinician, and successfully link our clients to the mental health provider that would best benefit their needs. Our staff was in on-going contact with all linkage and referrals on a regular basis. This extensive follow through played a major role in our clients meeting their goals and achieving more life stability.

Our Program Director is a Licensed Professional Counselor with over 25+ years experience in diagnosing and providing direct mental health counseling to clients, is SOAR trained in understanding how to access Social Security benefits, our case management staff have over 15 + years in successfully providing case management services and are very knowledgeable of the service providers in and outside the CoC. Our relationship with all providers is professional and positive. We will be posting for a Case Manager position for this program. We do believe that hiring an individual with a Bachelors Degree in a Social Service field will best serve our clients in this program. The Program Director will maintain direct oversight to the intake process, treatment planning, service planning, case management and counseling reviews, advocacy on all sides for our clients to all involved providers, attainment of client and program target performance goals.

Humanitri is a fiscally viable agency and active member of the United Way. In recent years we have overcome notable financial challenges to this July re-establishing an operating reserve. Humanitri is accredited with 100% compliance in governance standards by the Better Business Bureau of St. Louis. Humanitri has achieved and sustained ongoing, positive audits from both DHS and our independent auditor: E&A CFO Group.

Service Plan: Housing Focused Case Management Matching Client Needs:

Referrals to our program will be received via the Front Door Coordinated Entry System. Humanitri practices a no barrier to entrance policy. The client will have received the VI-SPADAT; assessing the acuity of service need. Humanitri believes and will utilize the Housing First Model. Services are individualized, voluntary, recovery-focused and ongoing, shoulder to shoulder. Our Permanent Supportive Housing Program is designed for clients who need affordable safe housing and support services. Accepting these services is not a condition of entry into the program. Choice in both type and intensity of services is supported. The client is the author of their own plan.

Program eligibility: The client must meet HUD's guidelines for chronic homelessness/verifiable diagnosed disability (severe mental illness/substance abuse, co-morbid disorders). The program referrals will come through the Coordinated Entry Process.

Intake process: We utilize the Housing First Approach. Upon entering the program, the case manager will utilize Motivational Interviewing techniques to help the client assess what goals the client wishes to work on and address. The SPADAT assessment tool will also be completed. The acuity of the client needs is ascertained. Case management services are explained and interest in case management is assessed. This tool assesses in the following areas of strength and need for the clients: housing

needs, income- ensuring that the client has applied for all eligible benefits they need, mental health and medication compliance, linkage to all appropriate mental health and substance abuse services, money management, food management, self-care and self-preservation, transportation, employment skills, organizational skills, and stress and emotional capacity. Entering the program, the client will sign all necessary program forms (HIPAA) compliance, view our scattered site units to see where the client is most comfortable living and sign a lease with the landlord. Our units are fully furnished for the client and are move in ready. Case managers will ensure that utilities are working in the units. As income is established the client will be required to pay a portion of their monthly income to Humanitri in rent, utilizing the rent calculation formula provided by HUD.

Case Management and Mental Health Services: Clients receive supportive and comprehensive case management services. Upon the client moving into their unit, the case manager and client complete the Client Service/Treatment Plan within the first 30 days of the program. The SPADAT will be utilized in the formation of the client service plan. The client service plan is mutually agreed upon with the client and case manager. The case managers will provide intensive case management/ referral and linkage and put in place all necessary community supports to keep the client from eviction and ensure stable living. The case manager will meet weekly with the client. The case manager will log each home visit and the client will be asked to initial a home visit form each time they meet with their case manager. Humanitri staff is trained in the SOAR program and can complete the Social Security applications. This expedites the eligibility of benefits for our client. We will work closely with all job training opportunities as we believe all clients have employable skills. Having a permanent address will allow the client to apply for job applications. This will increase the client's income and sense of self sufficiency. The case manager works closely with the landlord to establish a collaborative relationship between the client, landlord and case manager. Our goal is to see the client remained housed and know the client can maintain independent living. The case manager will assist the clients in obtaining a telephone so that the clients may keep in contact with potential employers, doctors, mental health services, case manager, etc. The case manager is well versed in accessing services in vocational skills, psychiatric care, and medical care, understanding of nutrition, purchasing food, and teaching basic life skills. The case manager will be teaching strategies in Harmful Reduction with the client. The case manager will remain in consistent and ongoing contact with all service providers to ensure coordination of services is being completed and that the client is receiving maximum services. The Program Director will meet with the case manager on a monthly basis to review every client service plan. The Program Director is a Licensed Professional Counselor with 25+ experiences in program oversight and clinical diagnosis and mental health care for clients. The Program Director will complete a Quarterly Report on all services, goal attainment, and review of services and removal of barriers for each client. The Program Director will submit monthly and quarterly reports to the Executive Director. We intend to follow-up with our graduated clients one year after successful discharge from the program. This will be completed by a follow up letter and if we do not get a response, a follow up telephone contact to the client's last telephone contact. It is important for us to know our clients are remaining housed and living to full capacity.

Program Goals aligned with HUD's priorities:

Housing Goals:

1. Humanitri Permanent Housing will remain at 95% for the year
2. Humanitri Permanent Housing will retain 98% housing retention rate for keeping clients housed for 6 months

Income Goals:

1. 73% of client's eligible for disability benefits will apply and be awarded benefits with the assistance of staff.
2. 70% of clients leaving the program will have cash income
3. 15% of clients leaving the program will income through employment means

Self Sufficiency Goals:

1. 47% of clients will exit to permanent housing
2. 80% (4:5) of clients with mental health issues, physical concerns will connect with psychiatric and medical care
3. 80% (4:5) of clients who are addressing substance abuse issues will decrease their drug usage and participate in a recovery program. Noted in client case notes

Participant Tracking:

Prior to entry to verify homelessness and diagnosed disability by a licensed professional counselor. Upon intake the SPDAT assessment of client needs will be completed by the Program Director, LCPC. Although providing permanent housing to clients will be new for Humanitri, homelessness and its issues are not. We have 30+ years experience addressing homelessness. Our client information is entered into the HMIS system. Our client information is current and we practice HIPAA compliance. Tracking is also completed in client files, from the initial eligibility, intake process, assessment scoring, treatment planning, goals established according to the assessment results and with the client's permission, tracking goal attainment in case notes and home visits, quarterly reviews, discharge summaries, closing clients out in the HMIS system. Humanitri has written standards for program delivery service, program policies and procedures. We provide DHS monthly program reports in a timely manner- signed by the Executive Director. The agency is audited by the City of St. Louis Homeless Services Division and HUD on an annual basis to ensure program compliance and fiscal compliance. Humanitri is also audited by E&A, an independent auditor to ensure fiscal transparency.

New Projects

1. Complete the following 2016 CoC budget tables for your CoC program. QUANTITY DESCRIPTIONS MUST BE ENTERED.

Humanitri: Permanent Supportive Housing Project Budget

SUPPORTIVE SERVICES BUDGET		
Eligible Costs	Quantity Description (400 characters max)	CoC Assistance Requested
Assessment of Services Needs		
Assistance with Moving Costs		
Case Management	.5 FTE Case Manager (\$19k salary + \$3,420 taxes/benefits); .25 FTE Program Coordinator (\$14k + \$2,480 taxes/benefits)	\$38,900
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services	Contractual clinical mental health services (\$25/hr x 244 hr)	\$6,119
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation	Bus passes (\$78/mo x 12 mo x 4) for employment travel	\$3,750
Utility Deposits		
Total Services Assistance Requested		\$48,769

OPERATING BUDGET		
Eligible Costs	Quantity Description (400 characters max)	CoC Assistance Requested
Maintenance/Repair	.25 FTE Maintenance Supervisor (\$9,250 + \$1,665 taxes/benefits)	\$10,915
Property Taxes & Insurance		
Replacement Reserve		
Building Security		
Electricity, Gas & Water		
Furniture		
Equipment (lease, buy)	Copiers, printers	\$368
Total Operating Assistance Requested		\$11,283

LEASING/LONG-TERM RENTAL ASSISTANCE BUDGET						
Size of Units	# of Units	FMR	# of Months	Total Budget		
SRO	x	x	12	=		
0 Bedroom	x	x	12	=		
1 Bedroom	5	\$645	12	=		\$38,700
2 Bedrooms	x	x	12	=		
3 Bedrooms	x	x	12	=		
4 Bedrooms	x	x	12	=		
5 Bedrooms	x	x	12	=		
6+ Bedrooms	x	x	12	=		
Total	5			=		\$38,700

SUMMARY BUDGET			
Eligible Costs	CoC Assistance Requested	Match specify cash, in-kind, amount & source	Total
Leased Units			
Leased Structures	\$38,700		\$38,700
Housing Relocation and Stabilization			
Short-term/Medium Term Assistance			
Long-term Rental Assistance			
Supportive Services	\$48,769	\$15,013 cash match: private contributions for clinical mental health services (\$25/hr x 300 hr = \$7,500) + \$7,513 client assistance (utilities, bus passes)	\$63,782
Operating	\$11,283		\$11,283
HMIS			
Sub-Total Requested	\$98,752		
Admin (up to 7%)	\$6,912		\$6,912
Total plus Admin Requested	\$105,664		
Sub-Total Cash Match		\$15,013	
Sub-total In-Kind Match			
TOTAL MATCH		\$15,013	\$15,013
TOTAL BUDGET			\$120,677

Match requirements – 25% overall match of total grant minus Leasing costs. Matching funds must be used on eligible CoC program costs. NOTE: Program income, including client rent or occupancy charges, CANNOT be used as match.



Position Description: Permanent Supportive Housing Case Manager

Status: Part time, 20 hours
Location: 1447 E. Grand, St. Louis, MO 63107
Supervisor: Program Director

Classification: Program
Compensation: C

Summary:

The Permanent Supportive Housing Case Manager stabilizes individuals in crisis, and breaks chronic homelessness by combining housing placement with quality programming for individuals with severe mental illness/diagnosed disabilities. Case Managers develop the client service plan and measure clients' progress toward independent living.

Primary Responsibilities:

- Perform intake, screen, and determine the functioning level of program participants. Prepare holistic individual client service plans, work jointly with the client to set realistic goals for the clients in areas as identified by the SPADAT assessment tool: learning to be a responsible tenant, address mental health/medical needs, education, job skills, employment, social skills, life skills, conflict resolution, budgeting, savings, paying down debt, and so on, per Humanitri program standards. (Understanding the Interim Rule as it applies to the CoC)
- Meets with the Program Director on a monthly basis to ensure the clients' goals are being attained.
- Assessment of Service Needs, Educational Services and Life Skills are provided to the client. (assessment, teaching skills, and evaluating skills ongoing)
- Establish a friendly yet professional rapport with families, keeping families focused on goal setting and goal attainment. Home visits and inspections with all clients in caseload monthly; more frequent one-on-one assistance as needed.
- Advocate and assist individuals when crises arise, working toward self-sufficiency. Ensure that all clients have the skills and capacity to achieve permanency.
- Become expert in referral and linkage. Seek community resources (i.e. food pantries, furniture, utilities, transportation, counseling, mental health, medical, etc). Provide program presentations to Network agencies, congregations, volunteer groups, etc.
- Maintain client files with updated case notes. Complete daily, monthly, and annual reports. Communicate with administration.
- Maintain and/update client daily log.
- Enter and maintain client information in Compass Rose Information System.



Requirements:

Education: Bachelor's degree or comparable experience in social work or related field. Computer proficiency (Microsoft Office, Excel, PowerPoint, email, etc.). Writing skills for maintaining client case notes, files and filing reports. Public speaking ability for group presentations.

Security: Fulfillment of all health, safety and security checks. Ability to transport self for home visits, meetings, etc.

Capacity: Good organizational skills. Detail oriented. Ability to multi-task. Ability to work with stakeholders at many levels.

Humanitri was formed as a 501c3 not-for-profit in 2006 when three Lutheran social ministries merged. We serve families in need of transitional and permanent housing; and inmates and families of those that are incarcerated.

Humanitri Director of Programs

POSITION SUMMARY

Director of Programs ensures continuous program improvement through the direct management of direct service staff. Director of Programs (DP) reports to the Executive Director and serves on the accountability team to develop and manage measurable client outcomes. Director of Programs ensures the implementation of best-practice service delivery across departments to position the organization for greater impact on clients. DP serves as liaison in natural collaborations and has a broadening understanding of the client community and implements effective responses to emerging community and client needs.

RESPONSIBILITIES

Supervision

- Supervise case managers and maintenance staff
- Conduct quarterly performance reviews with case managers; semi-annual performance reviews with maintenance staff
- Establish growth goals together with each direct report to reasonably elevate performance incrementally
- Ensure case managers implement/coordinate quantifiable intake screenings within 2 weeks of acceptance into the program, including drug screening, aptitude testing for job placement and clinical mental health assessment
- If certified as an LCPC or LCSW, Director of Programs conducts clinical mental health assessment and provides results to case managers to inform Client Service Plan
- Direct case managers in charting a 14-24 month Client Service Plan/4-5 goals based on quantifiable intake scores
- Review Client Service Plans (CSPs) against bi/weekly Client Session Forms/measurable change to ensure clients are moving on a trajectory of incremental success
- Work with case managers to revise a client's CSP as evolving concerns/information present
- Supervise mental health professionals (employed and contractual). Schedule and lead monthly staffings with mental health professional and when appropriate, case managers, to review client mental health goals and progress toward goals
- Interview all prospective clients for Transitional Housing and tenants for rental units. Reviews lease agreements with tenants, establish rental rate per fair market value, respond to concerns of our tenants (on-call 24/7 along with maintenance staff)
- Supervise quality and effectiveness of maintenance staff as tasks relate to effective implementation of the transitional housing services
- Manage maintenance team to ensure the safety and functionality of 25 transitional housing units and 9 rental units (adhere to city codes/inspections)
- Approve program purchasing and requests for financial assistance to clients prior to submitting accounts payable form to Director of Advancement for agency approval
 1. Receive AP form and attached documentation (bid or quote/overdue notice, eviction notice) from Director of Programs or Maintenance Supervisor. [Line staff submit APs to director supervisor for submission to DA]

2. Review cash position/yearly budgeted amount available for requested line item
3. Approve AP if funds are available
4. Submit to accounting firm. Checks returned to DA for distribution
5. [In-house checks [be sure to advise LRM to upload to positive pay]: issue in-house checks for client assistance, give copy to PD, Executive Assistant and accounting firm

Program Development

- Maintain working knowledge of process improvement, standard program procedures
- Evaluate client intakes, client service plans and client documentation to ensure clients are developing achievable goals
- Oversee the counseling services provided to the clients . (Mental Health Assessments, Treatment Plans, clinical notes)
- Evaluate collective program outcomes with ED and DA. Identify and develop a strategy to address services gaps
- Participate in strategic planning as it relates to programming
- Serve as liaison between Humanitri, the city homeless division, housing and urban development, county jail as needed, and any emerging collaborations. Help program staff make linkages for effective client referrals
- Establish policies and programming responsive to client/family need
- Understand HUD Continuum of Care guidelines. Oversee program procedures, forms, standards, referrals for clients, consults with transitional housing team on emerging client needs
- Contribute to new programming models as clients demonstrate a collective, evolving need for organizational change
- Provide direct services to the clients when needed and appropriate
- Attend Continuum of Care (CoC) meetings and committee meetings to maintain an understanding of agencies requirements and effective responses/linkages to meet client needs
- Maintain an understanding of each program budget in coordination with Director of Advancement to ensure programs are rendered as stated in grant contracts/express donor intent
- Contribute to the programmatic sections of grant narratives and reports to secure stable, growing, continuous streams of funding
- Liaison to Board Program Committee. Attend scheduled and ad hoc meetings
- Provide direct services to clients when urgent and appropriate

REQUIREMENTS

- Master's degree in social work, counseling, psychology or related field required. License preferred
- Minimum 3-5 years experience with homeless, domestic violence or ex-offender programming. Management experience highly preferred
- Working knowledge of grant writing/grants management and outcomes tracking
- Organized, detail-oriented, outcomes focused, strong written and verbal skill
- Ethical clinical practices; current in emerging best-practices

Kimberlee Anderson

1670 Shadow Ridge Ct. Apt. 6

Belleville, Illinois 62221

(618) 520-7240 (C)

k.anderson @Humanitri.org

Objective: To further my skills as a Director in implementing programs that will allow clients to reach their furthest potential.

Experience:

December 2011-Present: Director of Programs, Humanitri-

Oversight of 3 direct service programs: Transitional Housing is a HUD related program for providing transitional housing for homeless families, Next Steps Home provides re-entry services to ex-offenders as they reintegrate themselves back into the community, Jail Chaplaincy provides Chaplaincy services at the St. Louis Justice Center. All three programs address clients with special needs, i.e., sexual abuse trauma (both children and adults), develop an understanding of money management/skills, developmental disabilities, mental illness, and physical disabilities. The goal of these programs is to secure permanent housing and maintain financial stability for populations with special needs.

Maintain all HUD regulations, operations- submit all Accounts Payables and track Accounts Receivables, work closely with City Managers to ensure contracts are followed, audit preparation for Contracts, complete all Request for Proposals for funding in times of grant renewals. Develop Program Outcome Measurements.

Supervision – Direct oversight of seven staff. Hiring and evaluation of 7 staff.

6/2002-12/2011- Director of Clinical Services (Catholic Social Services) Responsible for the clinical provision (Trauma Focused and Trauma Informed) clinical services provided to both children and adults, sexual abuse and sexual assault clinical services, Clinical Diagnosis, Treatment planning, Monthly reporting of results to the Executive Director, Operation (reviewing and reporting on budgetary issues), Personnel, (directly supervised 19 staff), created, developed and implemented all Outcome Measures, Maintained all State licensure compliance items for clinicians, COA (2 accreditation periods with AAA standing), Medicaid implementation and assurance for Medicaid Compliance, Agency's LPHA for all Medicaid documentation, Direct Program oversight for Belleville, Carbondale and Mt. Vernon, Illinois, Grants- wrote and co-wrote grants covering 45,000 for our program, 24 hour on-call availability,

developed outreach ministries to Holy Angels and Fontbella Maternity Center. Instructor for the Systematic Training for Effective Parenting curriculum.

2001-2002- Director of Don Bosco Children's Center: (Catholic Social Services) – Responsible for the clinical and Management portion of this Children's Treatment Facility. (26 child care staff, social work staff, clinical staff, maintenance staff), compliance of government contracts, compliance of Rule 132 Medicaid Standards, Council on Accreditation Standards, Outcome Measures, and Operations, provided clinical feedback to DCFS staff in the case planning for the children. 24 hour on call availability.

1998/2001: Assistant Administrator of Don Bosco Children's Center- Provide direct supervision to the Program Coordinator Social Work staff, Clinical Staff and support staff. Compliance for Counsel on Accreditation, DCFS Rule 132 Medicaid., participated in the COA Accreditation, ensured contract compliance for Medicaid. Reported directly to the Administrator of the Children's Center, 24 hour on call availability.

1987/1998- Family Therapist II- Children's Home and Aid Society of Illinois- Provision of clinical services to multiple families in crisis. Individual/Family counseling, on site and in home services, directed group counseling for children at risk to lose their adoptive placements.

Education and Licensure

BSW- University of Wisconsin Oshkosh

MS.Ed- University of Wisconsin Oshkosh

Licensed Professional Clinical Counselor (1997-present)

Licensed Practitioner of the Healing Arts (1998-present)

References:

Ms. Michele Dain, RN, MSW

11 Gerold Lane, Belleville, Ill 62223
(618) 398-8724

Lori McAllister, LCPC
221 Savannah Noel Apt. 2D
O'Fallon, Illinois 62229
(618) 792-6750

Ms. Denise Brown, LCSW
662 Carl Ann Drive
O'Fallon, Illinois 62269
(618) 530-7502



Position Description: EXECUTIVE DIRECTOR

Status: Full time, overtime exempt, 40+ hours
Location: Saint Louis, MO

Classification: Administration
Supervisor: Board of Directors

Summary:

The Executive Director ensures that Humanitri lives its mission *as Christ's hands of mercy, Humanitri helps individuals and families in crisis to achieve stability, independence, and dignity in a safe environment.*

Primary Responsibilities include the effective performance and delegation of:

ADMINISTRATION: legal requirements, personnel, human resources, physical plant, insurance, organizational development, strategic planning, information technology, conflict resolution to ensure the continued operation of Humanitri.

COMMUNICATION: Public relations, branding, marketing, networking, strategic partnering, public speaking, building congregational, community and civic relations to build awareness, support and involvement with Humanitri's mission.

DEVELOPMENT: Gather private donors, congregation support, grants, and contracts and utilize direct mail, donor cultivation, events, and new revenue sources to raise funds for Humanitri.

FISCAL OVERSIGHT: Budgeting, finance, payables, receivables, resource management, cost containment, stewardship skills to ensure sustainable growth.

PROGRAM: Strategic positioning, research and development, logic models, outputs, outcomes, evaluation and promotion to ensure growth and excellence while eliminating liabilities. Identify volunteer recruitment opportunities, strategies

VISION AND STRATEGY: Work collaboratively with the Board of Directors to develop and implement the organization's overall vision and strategy.

BOARD OF DIRECTORS: Work with Board members and committees as appropriate to ensure success of the organization. Assist Board President in development of board agendas, creation of financial reports, operational status reports, etc. Assist in identifying potential candidates for Board membership. Work with Board to establish Executive Director's annual goals for performance evaluation.



Requirements:

The Executive Director must meet the following requirements:

EXPERIENCE:

- Demonstrated success as an Executive Director (or similar role) of a nonprofit agency, and/or senior leadership position in a for-profit business.
- Vision and Strategy: Demonstrated ability in both strategic and operational planning.
- Development: Evidence of success in donor and business development.
- Administration: Demonstrated leadership and teamwork; highly organized with ability to manage priorities and coordinate multiple initiatives simultaneously.
- Fiscal Oversight: Experience using financial statements to focus budgeting and financial management.
- Program: Experience with writing proposals and grants.
- Communication: Experience overseeing the development and execution of marketing and public relations campaigns.
- Technical Skills: Proficient with Microsoft Office suite, email, and donor management/CRM systems.

FAITH: Familiarity with Lutheran Church preferred but not required.

EDUCATION: Bachelor's degree required; advanced degree in non-profit or business-related field preferred. Computer proficiency required (e.g., Microsoft Office, email, donor management software).

BACKGROUND: We require all applicants who are offered employment to undergo a complete background check that will verify all information provided, including criminal record and credit check.

If interested in this opportunity, please submit a cover letter and resume via HumanitriED@gmail.com by November 9, 2015.

Humanitri was formed as a 501c3 not-for-profit in 2006 when three Lutheran social ministries merged. We serve families in need of transitional and permanent housing; inmates and the families of the incarcerated; young and single-parent families, their children; and families in need.

Cyra C. Lohman

100 Parkwood Drive
Waterloo Illinois 62298

Mobile: 618.979.6890
cyralohman@gmail.com

Summary Chief Development Officer with 13 years experience in fiscal and program development, investor relations and executive management seeks position in nonprofit leadership. *Summa Cum Laude* University of Illinois Champaign-Urbana | Bronze Tablet Scholar | GPA 4.0

Professional Experience **Chief Development Officer**
Christian Activity Center, Inc.

2004 – Oct 2015
cacesl.org

MANAGEMENT

- Prepare organizational and department budgets. Ensure compliance with contracts. Coordinate internal and external audits in communication with contractual auditing and accounting firms
- Exceeding goals in 15 strategic areas in Governance, Finance, Programming, Administration. Serve as lead executive on implementation of strategic plan, guiding 25 personnel and 15 Board officers in achieving objectives and timelines
- Thought-partner to Executive Director on aggressive agency growth and Board engagement. Facilitate relationships of investors with Executive Director and Board of Directors for sustainable partnerships and funding
- Evaluate long-range plans for program strategy. Recommend action items tied to timelines and measurables
- Conduct reviews of department strategy, leadership and cost-productivity to ensure strength of organization. Implement corrective action plans to address identified gaps
- Manage human resource procedures in communication with Operations Director, including the vetting, hiring, onboarding, supervising and performance evaluation of personnel. Oversee the administration of payroll & benefits, personnel records management, succession planning, employee career growth and organization structure
- Serve as accountability team lead ensuring organizational impact demonstrates measurable gains. Create curriculum maps and administrative/operating systems that exceed investor expectations

FISCAL & PROGRAM DEVELOPMENT

- Increased annual revenue 600% from \$250,000 to \$1.75 million
- Expanded development/operations/human resources team from sole officer to an administration of ten (10)
- Hired and manage Marketing & Events Coordinator, Data Manager, Operations Director, Annual Fund Officer, Program Director, Graphic Designer, Web Host, IT Coordinator, Grants Manager
- Responsible for top-tier client relationships | investors of \$50,000+
- Restructured agency focus and building design to intentionalize client service, improve agency outcomes
- Manage and solicit long-term investments including gifts of stock, property, estates

MARKETING

- Interface with print and broadcast media to implement marketing strategy targeting agency and impact awareness
- Write website narrative, direct mail and social media appeals: author and collect stories, map layout of semiannual newsletter, website and direct mail appeals
- Collaborate with graphic designer and event coordinator on design of marketing pieces
- Submit eUpdates on live-time developments. Managed web content and design prior to hiring web host

Federal Grants Manager
Legal Services of Eastern Missouri, Inc.

2002 – 2004
lsem.org

- Secured \$2.1 million in federal grant funding annually
- Maintained 70% success rate on grant proposals submitted (average rate of success 50%)
- Trained grassroots nonprofits in fund development with emphasis on grant research, authorship, outreach, rollout and tracking
- Co-wrote \$1.5 million federal grant secured through Department of Justice to establish a Family Justice Center: wrap-around services to victims of domestic violence including chaplaincy, nurse practitioner, legal aid, law enforcement, social worker, trauma therapy
- Identified and secured federal, state & pass-through funding from the U.S. Departments of Justice, Commerce, Education, Housing & Urban Development and Health & Human Services
- Identified and secured private funding from corporate and family foundations, including the Missouri Foundation for Health, United Way of Greater St. Louis, Altria Group, Roblee and Trio Foundations, MAZON

English Educator

Waterloo Community Unit School District #5

2000 – 2002
wcusd5.net

- Instructed high school writing students in grammar/usage, organization, style and focus
- Instructed speech students in interpersonal communication, public speaking, debate, speech writing
- Edited substantively and stylistically hundreds of 20-30 page student essays; 17 students published in print media under my instruction
- Instructed literature students in British and American poetry and prose across genres and literary periods (850AD-1900s). Introduced students to modern American literature and political nonfiction

Education

Post-Baccalaureate Secondary English Education Certificate
Eastern Illinois University, December 1999

Bachelor of Science Public Health Education, Summa Cum Laude GPA 4.0
University of Illinois Urbana-Champaign, May 1998

Honors

University of Illinois: *Summa Cum Laude* Highest Honors
Bronze Tablet Scholar: Top three percent graduates University of Illinois
National Dean's List: Top ten percent university students nationwide
Moving the Mountain Award: 10 years of service toward institutional change, Christian Activity Center, Inc.

Skills

InDesign graphic software
Blackbaud eTapestry donor management software
nFocus Trax Solutions client management software
Microsoft Office Suite: Word, Excel, Outlook, PowerPoint
Ability to self-govern with great attention to detail. Consistently exceed expectations
Highly organized, problem-solving and analytical
Excellent oral, interpersonal and written communication



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248467584
Feb. 06, 2012 LTR 4168C E0
43-1470568 000000 00

00017830
BODC: TE

HUMANITRI
1120 S 6TH ST STE 120
SAINT LOUIS MO 63104-3602



020770

Employer Identification Number: 43-1470568
Person to Contact: Mrs. Scheper
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 26, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 1988.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248467584
Feb. 06, 2012 LTR 4168C E0
43-1470568 000000 00
00017831

HUMANITRI
1120 S 6TH ST STE 120
SAINT LOUIS MO 63104-3602

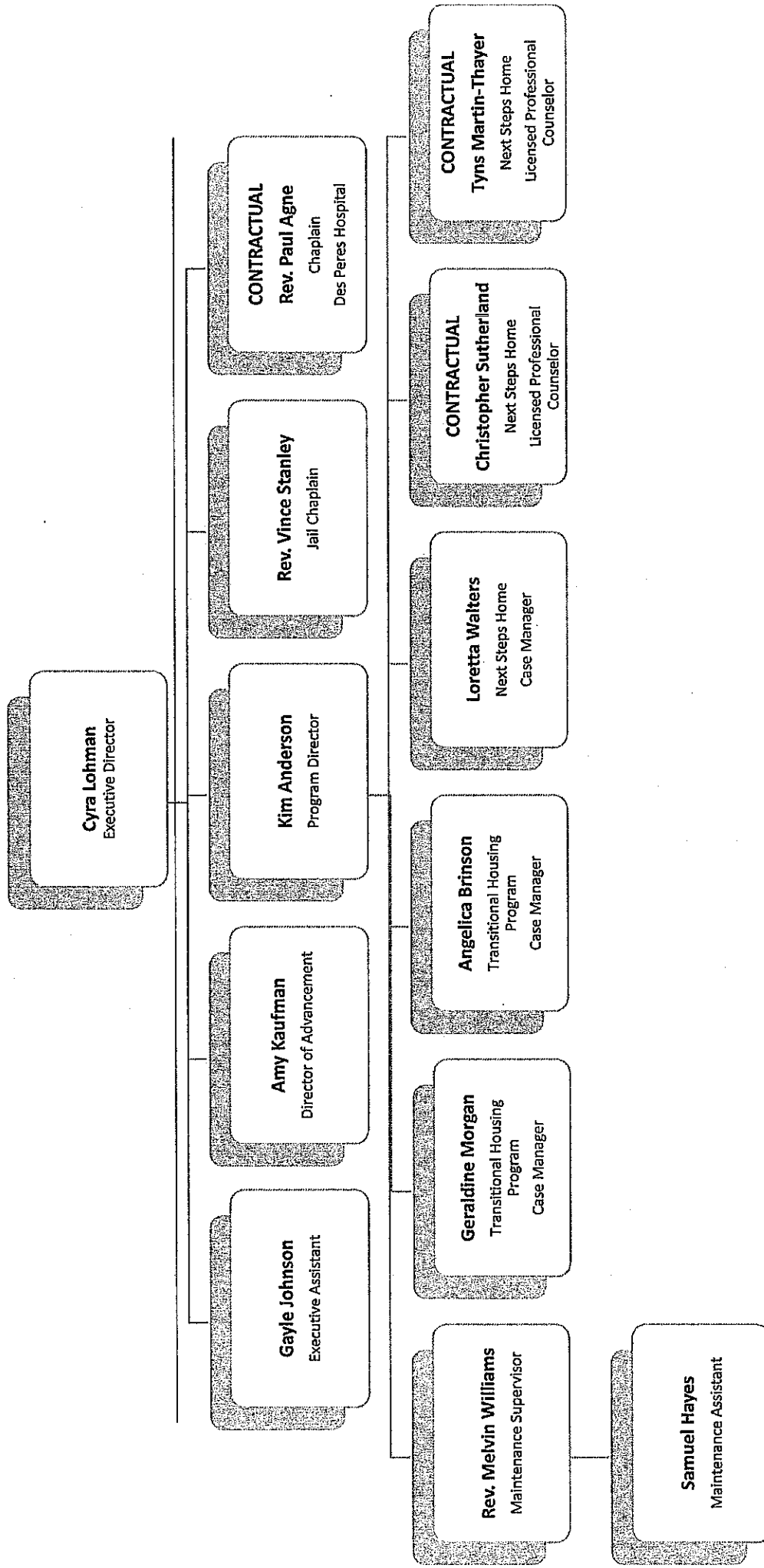
If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager
Accounts Management Operations

Humanitri 2016 Organizational Chart



Humanitri Board of Directors 2016

HUMANITRI BOARD ROSTER						
2016						
	Name	Email	Phone	Address	Employer Title	Committee(s)
13-Sep	R. Scott Davis President	rscott46@gmail.com	314-569-0990 C	26 Rio Vista Dr St Louis, MO 63124	Retired	Committee CHAIR, Advancement, Finance, Governance
	Patrick Shaw Treasurer	patrick.shaw@cushwake.com	314-925-3167 W 314-594-8018	12581 Starspur Ln Creve Coeur MO 63146	Cushman & Wakefield Associate VP	Finance Committee CHAIR, Executive Committee, Advancement Committee
10-Oct	Alan Richter Secretary	richtera@ruccenter.org	314-853-6825 C	61 Ridgemoor St. Louis, MO 63105	Regional Union Construction Ctr Executive Director	Governance Committee, Executive Committee
	Rev. Dr. Kevin Golden	pastorkevingolden@gmail.com	314- 229-9402 C 314-993-1834 W	9241 Clayton Rd St. Louis, MO 63124	Village Lutheran Church Pastor	Advancement Committee CHAIR Executive Committee
	Jon Graf	grafjd@gmail.com	314-610-7910 C 314-487-5555 W	148 Firwood Dr St. Louis, MO 63119	Thrivent Financial Lead Financial Consultant	Advancement Committee, Finance Committee
	Deborah Grupe	grupeyouth@gmail.com	314 583-4159 C 314-837-1224 W	2336 Rockdale Ave St. Louis, MO 63121	Atonement Director of Youth Ministry	Program Committee
	Hasima Hajdini	hasima27@gmail.com	314-288-7218	1434 Willow Brook Cove, Apt 5 St. Louis MO 63146	BJC Children's Hospital Staff Nurse	Program Committee
13-Nov	Rev. Penny Holste	pkholste@hotmail.com	314-962-6011 W 314-962-0918	755 Catalpa Ave St. Louis, MO 63119	Christ Lutheran Church Co-Pastor	Program Committee
	Scott Homan	shomanibs@charter.net	314-713-4850 C 314-567-4780	2100 S. Warson Rd St Louis, MO 63124	Retired	Program Committee, Finance Committee
	Cynthia Jackson	cynthiajackson1223@sbcglobal.net	314-736-1560	129 Lindbergh Place Way St. Louis, MO 63146	Retired	Governance Committee
16-Mar	Susan Lutz	susanlutz2014@gmail.com	815-263-5912 C	1524 Colgate Drive St. Charles, MO 63303	Salon Consultant Professional Salon Concepts	Advancement Committee
16-Jun	Courtney Manus	attorney@stlvisa.com	(314) 313-1729	P.O. Box 5232 St. Louis MO 63139	Attorney The Manus Law Firm, LLC	
16-Apr	Sharon Rohrbach	sharon@dynamicchg.com	314-249-5551 C	476 Summit Tree Ct Fenton MO 63026	Nurses for Newborns, Founder Dynamic Change, Owner	Advancement Committee, Governance Committee
	Maria Spilker	maria.spilker@gmail.com	816-695-8471 C	3445 Ivanhoe Ave St. Louis, MO 63139	North Highland Human Capital Consultant	Governance Committee CHAIR
11-Nov	Micahel Vande Vrede	mvandevrede@gmail.com	314-341-2257 C	5728 Millentz Ave St Louis, MO 63109	Sigma-Aldrich Dir Corp Strategy & Inv Relations	Executive Committee [Immediate Past President]

HUMANITRI Humanitri
43-1470568

FYE: 12/31/2015

7/26/2016 1:53 PM

Acknowledgement and General Information for Taxpayers Who File Returns Electronically

Thank you for taking part in the IRS e-file Program.

Humanitri
1447 E Grand RM/STE 120

St. Louis, MO 63107

- [X] Your Form 8868, Application for Extension of Time to File an Exempt Organization Return for tax year December 31, 2015 is being filed electronically with the IRS by the services of The E & A CFO Group.
- [X] Your extension was accepted by the IRS on 05/06/16 and the Submission Identification Number assigned to your return is 43489720161270018224.

Since you are filing your return electronically, PLEASE DO NOT SEND A PAPER COPY OF YOUR RETURN TO THE IRS. IF YOU DO, IT WILL DELAY THE PROCESSING OF THE RETURN.

Acknowledgement Process

The IRS will notify your electronic return originator when they accept your return, usually within 48 hours. If your return was not accepted, IRS will notify your electronic return originator of the reasons for rejection.

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as it may be made public.
▶ Information about Form 990 and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2014
Open to Public
Inspection**A For the 2014 calendar year, or tax year beginning , and ending****B Check if applicable:**

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**Humanitri****D Doing business as**

Number and street (or P.O. box if mail is not delivered to street address)

1447 E Grand

Room/suite

120

City or town, state or province, country, and ZIP or foreign postal code

St. Louis**MO 63107****D Employer identification number****43-1470568****E Telephone number****314-772-7720****G Gross receipts****\$ 891,383****F Name and address of principal officer:****Scott Davis****1447 E Grand****St. Louis****MO 63107****H(a) Is this a group return for subordinates?** ☐ Yes ☒ No**H(b) Are all subordinates included?** ☐ Yes ☐ No

If "No," attach a list. (see instructions)

I Tax-exempt status:☒**501(c)(3)**☐**501(c)**☐

() (Insert no.)

☐**4947(a)(1) or**☐**527****J Website:****www.humanitri.org****H(c) Group exemption number****K Form of organization:**☒**Corporation**☐**Trust**☐**Association**☐**Other****L Year of formation:****1988****M State of legal domicile:****MO****Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities:	See Schedule O	
	2 Check this box <input type="checkbox"/> If the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	11
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	11
	5 Total number of individuals employed in calendar year 2014 (Part V, line 2a)	5	14
	6 Total number of volunteers (estimate if necessary)	6	0
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, line 34	7b	0	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	1,015,132	806,390
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	29,884	70,929
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	64,340	12,466
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3,413	1,598
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	1,112,769	891,383
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		0
	16a Professional fundraising fees (Part IX, column (A), line 11e)	800,147	597,608
	b Total fundraising expenses (Part IX, column (D), line 25) ▶		0
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	46,296		
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	464,377	431,171	
19 Revenue less expenses. Subtract line 18 from line 12	1,264,524	1,028,779	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	-151,755	-137,396
	21 Total liabilities (Part X, line 26)	Beginning of Current Year	End of Year
	22 Net assets or fund balances. Subtract line 21 from line 20	1,467,417	1,344,913
		401,095	378,689
	1,066,322	966,224	

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date			
	Scott Davis Type or print name and title	Chairman			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Joseph T. Eckelkamp	Joseph T. Eckelkamp	08/11/15	<input type="checkbox"/>	P00241898
	Firm's name ▶ The E & A CFO Group	Firm's EIN ▶ 43-1754340			
	Firm's address ▶ 9109 Watson Rd Ste 300A Saint Louis, MO 63126-2235	Phone no. 314-849-7555			

May the IRS discuss this return with the preparer shown above? (see instructions) ☐ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2014)